

## **MEMORANDUM**

TO: Whom it may concern

FROM: Elizabeth Young and Maren Daniels

DATE: November 15, 2022

SUBJECT: Lisa Libraries for Children's Village

Today we are writing to propose a new grant for Children's Village. In our research to secure more resources and materials for our ever-growing library, we came across Lisa Libraries. We are confident that Children's Village would be an excellent fit for this grant. Located in the Chinatown of Philadelphia, Pennsylvania, Children's Village seeks to not only provide excellent childcare and education to their students, but also to ensure that their parents are able to work. Many of our Children's Village families receive government subsidies, making it crucial that parents do not work. Several of these parents also work multiple jobs in order to provide for their family's future. Children's Village is also committed to diversity. As many families are Chinese, we strive to ensure that our community is welcoming and equitable to all involved.

In our proposal, you will find a more detailed background on our organization, as well as a breakdown of our execution plan and budget goals. Please feel free to reach out to us with any further questions that you may have regarding our program and intentions.

Thank you,

Elizabeth and Maren

## **I. Organization Information**

Located in Philadelphia's Chinatown, Children's Village (CV) is a non-profit childcare facility focused on diverse children of all ages. Since its location is in Philadelphia's Chinatown, there is a large Chinese population at CV. CV prides itself in providing excellent quality childcare so that their parents may attend work. In their mission statement, one may find the words "Working together with children, families, and the community, we promote a society that is fair, compassionate, and economically vibrant." This tenet is seen throughout their work, as they go above and beyond to aid local families. Many CV families have received government subsidies such as Head Start, Pre-K Counts, PHL-PreK, and Early Learning Resource Center (ELRC). These subsidies show the importance of caring for the students as their parents provide for them.

Previously, CV received a grant from the PNC Grow Up program, allowing the organization to receive new books for their library every year. CV also provides various training and workshops for parents or other adults in the community. These educational opportunities involve the business operations of the organization, as well as covering a plethora of topics addressing community awareness.

## **II. Situation Explanation**

A large number of CV families live at or below the poverty line. Many working families cannot afford a babysitter or to take additional time off of work. Some parents may even work multiple jobs to meet the bare minimum to provide for their families. CV is life changing to many of these families, ensuring not only excellent childcare and early education, but also to ensure that parents are able to work without worrying about taking off or paying for a babysitter or other after-school program. While CV already has its own library, it is quite small. According to a survey conducted among parents of CV students, 100% of parents mentioned being concerned about their child's daily screen time on televisions, iPads, and video games. While these are okay in moderation, excessive screen time can alter a child's psyche as well as social skills. Reading not only exposes children to new ideas and meaningful stories, but helps increase their overall comprehension skills as well.

### **III. Work Plan/Specific Activities**

The goal for this project is to continue increasing the total number of library books on the premises. The direct beneficiaries in this project are, of course, the students, with their parents being the indirect beneficiaries. The students at CV are permitted to bring any library book home for up to one week, and the children love finding new stories to dive into. We would like to request a number of books for each age demographic. For the sake of this grant, we will organize our age demographics into three groups: Early

elementary (Kindergarten through 4rd Grade), Tweens (5th Grade through 7th Grade) and Teens (8th Grade and up).

Currently, CV has about 5,000 titles in their library. It serves a range of children, from infants to age 12. The Lisa Libraries Grant will augment and expand this selection to include a wider variety of books in different genres and on a wide variety of topics . Throughout the country, the Lisa Libraries Grant has donated hundreds of thousands of books to nonprofit libraries. They also give away books for children to own. CV can put on special book give-aways throughout the year for children, or use them as prizes or rewards during events they put on. This will be a wonderful opportunity for children who have never owned a book before.

#### **IV. Outcomes/Impact of Activities**

An expanded library will allow CV to reach even more low-income families in the community and support them in further developing their literacy. First, it will allow children to check out more books at one time during their weekly trips to the library. A second element of expanding the library is the ability to reach a wider range of age groups. Though CV provides a wealth of resources to children up to the age of 12, the middle-school age is a key demographic that would benefit from library resources. CV could create another part of their library containing young adult books to cater to older children. Third, more funding and donations to the book selection could help CV meet the needs of the many non-English speakers

that it serves. CV currently has a large selection of books written in Chinese and other languages, which allows children to learn about their native culture in their native language. However, a key focus in expanding the library could be to increase the variety of books available that are written in English so that children can continue building their command of the English language.

## **V. Other Funding/Future Funding**

CV already receives the Pittsburgh/Provident National Corporation's Grow Up Great grant. Through this grant, they have received a donation of 5,000 books for their library. Though the PNC Grow Up Great grant focuses on the early childhood years, the Lisa Libraries grant serves a wider age range. Once CV has adequately stocked and supplemented their library, future funding provided by donors might be able to go towards expanding the School-Age Program to serve children and teens above the age of 12. Pre-teen and middle school age children are a demographic in need of support as they begin to deal with issues such as friendships, mental health, and peer pressure (among others). CV could expand their services to provide programming, education, and resources focusing on this age range.

## **VI. Evaluation**

CV will create a committee that monitors and evaluates the success of grant funding. This committee will keep records of how many books are

checked out on a weekly basis, and what types of books are most popular (in general). They will also note the kinds of books that children in each age range are checking out specifically. This committee will report their findings back to the rest of the staff on a monthly or bi-monthly basis.

A second method to evaluate success will be a survey that will be sent out to CV families to determine how satisfied they are with the book selection that is available.

## **VII. Budget**

The Lisa Libraries grant will provide 100 new books to CV. The current library staff will be able to handle any cataloging needs. For the sake of this grant, CV will split its students into three groups, Kindergarten - 3rd Grade, 4th Grade - 7th Grade, and 8th Grade and up.

One area of need for funding may be for additional space in the library, such as new shelving.

Item	Cost
New shelving for donated books	\$500
20 science books for each of the three age groups 20 nonfiction books for each of the age groups 20 fiction books for each of the age groups	\$500

20 history books for each of the age groups  10 poetry books for each of the age groups  10 graphic novels for each of the age groups	
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In summary, CV would greatly benefit from the Lisa Libraries grant. Expanding the CV library will allow them to increase their service to families in need and would support its after-school programs to increase literacy.